

CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA) PROGRAM:

Offender Treatment Program

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

GRANT AWARD NUMBER: ZO 09 01 0150 **DATE OF SITE VISIT:** 9/29/10

GRANT PERIOD: 10/1/09 – 3/31/10

RECIPIENT/IMPLEMENTING AGENCY: County of Sutter / Dept. of Human Services

PROJECT DIRECTOR: Bradford Luz, Ph.D

PERSONS INTERVIEWED DURING SITE VISIT:

<u>NAME</u>	<u>TITLE</u>	<u>AGENCY</u>
Donna Thompson	Fiscal Director	Sutter Yuba Mental Health
Brad Luz	MH Director AOD	Sutter Yuba Mental Health
Donna Brown	Intervention Counselor I	Sutter Yuba Mental Health
Donna Lester	Intervention Counselor II	Sutter Yuba Mental Health / Probation
Rudy Rodriguez	Intervention Counselor	Sutter Yuba Mental Health
Steve Marshall	Deputy Director, Admin	Sutter Yuba Mental Health
Leticia Paras-Topete	Chief Deputy Prob. Officer	Sutter County Probation Dept.
Patrick Larrigan	Staff Analyst	Sutter Yuba Mental Health
David Scott	Program Coordinator, Options for Change	Sutter Yuba Mental Health
Eric Ybarra	Account Clerk II	Sutter Yuba Mental Health
Nancy Lee	APD Program Manager	Sutter Yuba Mental Health

Signature of Program Specialist

Date

Signature of Section Chief

Date

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

SECTION I – ADMINISTRATIVE and PROGRAMMATIC REVIEW

YES NO N/A

1. OPERATIONAL DOCUMENTS

Review hard copy/verify the ability to access on line:

- The Cal EMA Recipient Handbook (R.H.)
- The Approved Grant Award Agreement
- The RFA/RFP (supersedes the requirement of the R.H.)
- The Program Guidelines (supersedes the requirement of the R.H.)
- Is the project familiar with Office of Management and Budget, OMB Circulars which govern your organization? Circulars may be found at www.whitehouse.gov/omb/circulars.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

2. FIDELTY BOND CERTIFICATE - COMMUNITY BASED ORGANIZATIONS (CBO) & AMERICAN INDIAN ORGANIZATIONS ONLY

- Obtain copy of required Fidelity Bond Certificate? *[R.H. Section 2161]* Does not apply to state, city, or county units of government.
- Does the certificate show:
 - Bonding company's name
 - Bond number
 - Description of coverage
 - Amount of coverage (50% of allocation)
 - Bond period
 - Grant award number
 - Form A, Employee Dishonesty
 - Form B, Forgery Coverage
 - Is the State of California, California Emergency Management Agency named on the bond as the beneficiary?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

3. ENVIRONMENTAL IMPACT – CEQA COMPLIANCE (R.H. Section 2153)

- Does the project have its CEQA documentation on file?(Ask to view)
 - Certified Exempt
 - Recipient has adopted or certified an environmental document which complies with the requirements of CEQA.

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

SECTION I – ADMINISTRATIVE and PROGRAMMATIC REVIEW (Continued)

4. PROOF OF AUTHORITY (R.H. Section 1350)

	YES	NO	N/A
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- Does the project have a written authorization/resolution on file as required by the Grant Award Agreement? (Ask for copy)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

Project staff presented a certified minute order from the Sutter County Board of Supervisors consenting to the acceptance of the grant award. This has been submitted to Cal-EMA Headquarters for inclusion to the file.

5. ORGANIZATIONAL CHART

- Review the organizational chart. Are all budgeted positions identified?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

The JAG/OTP Organizational Chart identifies staff involved with the grant and the percentage of time devoted to grant duties.

6. Cal EMA MODIFICATION (Cal EMA 2-223)

- Review the purpose/preparation of Grant Award Modification Request (Cal EMA 2-223). [R. H. Section 7500] (*Instruct project staff on the procedure to obtain the most recent forms from Cal EMA's website.*)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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A modification is needed for the following:

- Budget changes
- Change in key personnel
- Adding/changing additional signers
- Change goals/objectives, or activities
- Address change
- Other

Comments:

7. PERSONNEL POLICIES

- Does the project staff have access to written personnel policies as required? [R. H. Section 2130]
- Do the personnel policies include:
 - Work hours
 - Compensation rates including overtime and benefits
 - Vacation, sick, and other leave allowances
 - Hiring and promotional policies

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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PERFORMANCE ASSESSMENT/SITE VISIT REPORT

SECTION I – ADMINISTRATIVE and PROGRAMMATIC REVIEW (Continued)

- Do the personnel files include:
 - Staff note: Complete a sample review of a personnel file
 - Job application
 - Resume
 - Performance evaluations
 - Salary rates
 - Benefits
 - Current job duties/descriptions
 - Other terms of employment
- Does the project have a current Drug Free Workplace policy statement on file signed by the employee? [R. H. Section 2152]
- Did the Board approve the agency's existing personnel policy?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

The personnel policies are available on the Sutter Net site.

8. FUNCTIONAL TIMESHEETS

- Does the project use functional timesheets for each grant funded position less than 1 FTE? OR Time Study Allocation plan updated within the last 2 years? [R. H. Section 11331]
- Are timesheets (paid staff & volunteer) signed by staff & approved by supervisor? (Review timesheets to ensure signatures of staff and supervisor.)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

The weekly time sheets are reviewed and signed off by the supervisor. All grant paid personnel do time studies and track units of services provided on an event monitoring form.

9. DUTIES OF FINANCIAL OFFICER AND BOOKKEEPER

- Are the duties of the financial officer and the bookkeeper separate to ensure no one person has complete authority over a financial transaction?
 - Name of individual who approves purchases.
Steve Leticial / Donna Thompson
 - Name of individual who writes checks.
Rhonda Pitman, Auditors Office
 - Name of individual(s) who signs checks.
Robert E. Stark, Auditor

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

SECTION I – ADMINISTRATIVE and PROGRAMMATIC REVIEW (Continued)

10. SOURCE DOCUMENTATION-Fiscal [R. H. Section 11000]

YES NO N/A

- Does the project maintain a record-keeping system which accurately supports costs claimed on Report of Expenditure and Request for Funds (Cal EMA Form 2-201)?
- Does the project maintain an accurate inventory log of equipment purchased with grant funds?

☒ ☐ ☐
☐ ☐ ☒

Comments:

The project uses a County accounting system, "Click, Drag, Drill". They also use a manual system. Staff from SYDMH and Probation meet monthly to determine that costs are appropriate.

11. PROJECT EXPENDITURES

- Is the project's expenditure rate commensurate with the elapsed period of the grant?
- Are the project's expenditures being made in accordance with the terms of the Grant Award Agreement?
- Does the project need to submit a Grant Award Modification Request (Cal EMA Form 2-223)?
- Is the project up-to-date with the submission of Cal EMA Form 2-201?

☐ ☒ ☐
☒ ☐ ☐
☒ ☐ ☐
☒ ☐ ☐

Comments:

The expenditure rate is not as projected due to a late start-up, and the peer mentor has not yet been hired. The budget may be adjusted using a 2-223.

12. MATCH REQUIREMENTS

- Does the project have a match requirement?
- Is the project meeting the match requirement?
- Review the supporting documentation to substantiate cash or in-kind match.

☐ ☐ ☒
☐ ☐ ☐
☐ ☐ ☐

Comments:

13. EEO POLICY

- Go over EEO checklist. (Separate document)

☒ ☐ ☐

Comments:

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

SECTION I – ADMINISTRATIVE and PROGRAMMATIC REVIEW (Continued)

GENERAL

YES NO N/A

14. PROGRAM GOALS AND OBJECTIVES

- Review the goals and objectives of the program and the programmatic requirements of the Grant Award Agreement. Is the project meeting the program's goals and objectives?
- Does the project need to submit Cal EMA Form 2-223 to modify grant objectives?

☒ ☐ ☐

☒ ☐ ☐

Comments:

Any salary savings from the late hire of the peer mentor may be redirected to probation, workbooks or residential treatment. They are aware that a 2-223 must be submitted to accomplish the change.

15. PROGRESS REPORT

- Discuss and review the programmatic Progress Report requirements.

☒ ☐ ☐

Comments:

Project staff are familiar with the reporting requirements for the Job Collection Sheet and the Performance Measurement Tool.

16. SOURCE DOCUMENTATION-Programmatic

- Is the project maintaining a record keeping and data collection process that which accurately supports the project's reported data on the Progress Report form?
- Review the project's file system and data collection process.

☒ ☐ ☐

Comments:

The project uses a combination of electronic and manual systems to assure there is no double counting of units of service between SYMHD and Probation.

17. OPERATIONAL AGREEMENTS

- Does the project have current Operational Agreements as required by the Grant Award Agreement?

☒ ☐ ☐

Comments:

18. PROJECT STAFF DUTIES

- Interview project staff and discuss their duties and the relationship to the grant. Are employees performing duties as stated in the Grant Award Agreement?

☒ ☐ ☐

Comments:

I spoke with project staff from SYMHD and Probation who described their duties as outlined in the Grant Award Agreement.

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

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SECTION III- AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA) PROGRAMMATIC REVIEW

- | | YES | NO | N/A |
|--|-------------------------------------|--------------------------|--------------------------|
| 1. Is the project aware that they must provide Cal EMA with a valid Data Universal Numbering System (DUNS) Number for the implementing agency not the county's DUN's number? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

2. Is the project aware of the Central Contractor Registry (CCR) requirements?

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| o Register with a valid DUNS number, and | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o Renew CCR registration yearly for the life of the grant. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

3. Does the project understand that they report Section 1512 (c) information to Cal EMA and not to FederalReporting.gov directly?

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| o Report the total number of hours worked for each ARRA funded position on the "Job Data Collection " sheets | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o Completed Jobs Data Collection sheets are due to Cal EMA by the 3 rd working day of each month for JAG funded programs and by the 10 th day of the each month for VOCA or VAWA funded programs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o Failure to submit Jobs Data by the due date could result in the project's award being suspended and/or revoked. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

4. Does the project understand that by accepting the grant award, they agreed to:

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| o Track, account for, and report on all ARRA funds) including specific outcomes and benefits attributable to Recovery Act funds) separately from all other funds, including Cal EMA award fund from non ARRA awards awarded for the same or similar purposes or programs. (ARRA funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of ARRA funds must be separate); and | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o Accounting systems must ensure that ARRA funds are not commingled with funds from any other source. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

- | | YES | NO | N/A |
|---|-------------------------------------|--------------------------|--------------------------|
| 5. Is the project familiar with Office of Management and Budget (OMB) circulars which govern their organization? Circulars may be found at www.whitehouse.gov/omb/circulars | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 6. Is the project aware that potential fraud, waste, or abuse must be promptly referred to the federal Department of Justice, Office of the Inspector General? Additional information is available from the DOJ OIG website at www.usdoj.gov/oig | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|-------------------------------------|--------------------------|--------------------------|

Comments:

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 7. Is the project aware that ARRA funds cannot be used by any State or local government, or any private entity, for construction costs or any other support of any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|-------------------------------------|--------------------------|--------------------------|

Comments:

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 8. Does the project understand that by accepting the grant award, they: | | | |
| o Agreed to provide Cal EMA, federal DOJ (including OJP and the Office of the Inspector General (OIG), and its representatives, and the Government Accountability Office (GOA), access to, and the right to examine all records (including, but not limited to, books, papers, and documents) related to ARRA funds, including such records of any sub-recipient, contractor, or subcontractor; | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o Acknowledges that Cal EMA, federal DOJ and the GAO are authorized to interview any officer or employee of the recipient (or of any sub-recipient, contractor, or subcontractor) regarding transactions related to this Recovery Act award. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 9. For existing staff positions, does the project have documentation that the position would have been eliminated if not for Recovery Act funding? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o Budget comparisons and/or projections before and after the Recovery Act award date | | | |
| o Formal layoff recommendations and retractions (memos, reports) | | | |
| o Minutes of formal meetings where official budget decisions were made. | | | |

Comments:

Proposition 36 changes reflected in comparison of the 09/10 and 10/11 FY budgets.

10. Is the project aware of the Performance Measures and reporting timeline for ARRA funded programs:

- Reporting of Performance Measures will be accomplished using BJA's Performance Measurement Tool (PMT) ☒ ☐ ☐
- PMT reports must be completed on a quarterly basis (i.e. July 15, October 15, January 15, and April 15) for the life of the grant; ☒ ☐ ☐
- Failure to submit PMT reports by the due date could result in the project's award being suspended and/or revoked. ☒ ☐ ☐

(Specific to Recovery JAG funded programs only)

Comments:

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SECTION VI – ADDITIONAL COMMENTS:

On 9/29/10, I met with employees from Sutter Yuba Mental Health (SYMH) and from Probation to discuss this project. Project personnel are aware of CalEMA reporting requirements and operational documents. The project maintains manual and electronic record-keeping documentation to support grant expenditures and programmatic requirements reported to CalEMA.

Section I – 11 Project Expenditures

A 2-223 may be submitted once staff determine the amount of salary savings generated due to the late hiring of the peer mentor. I advised them to submit any requests to their Program Specialist, Taunya Joseph.